



OFFICE OF ADMINISTRATIVE HEARINGS

STATE OF CALIFORNIA

SPECIAL EDUCATION DIVISION

Electronic Filing (E-Filing) Frequently Asked Questions (FAQs)

The Office of Administrative Hearings (OAH) encourages parties to submit documents electronically. Please refer to the information below for responses to frequently asked questions about electronic filing. If you require further information, please contact the OAH Special Education Division at (916) 263-0880 and request to speak with a case manager.

1. What is electronic filing (e-filing)?

Electronic filing is a way for parties to file documents with OAH electronically, specifically email. Parties may submit documents as email attachments to the OAH's Special Education (SE) Filings mailbox (SEFilings@dgs.ca.gov) at any time.

2. What are the benefits of electronic filing?

Electronic filing is an easily accessible service option since many individuals do not have immediate access to a fax machine.

3. What does it cost to participate in electronic filing?

There is no cost to participate in electronic filing as there are many public email providers and PDF file converters available via the internet.

4. What items are needed to participate in electronic service?

Access to the internet and an email service provider. (Examples of free email service providers include: Gmail, Yahoo! Mail, Hotmail, and GMX Mail.) Since documents must be submitted as an attachment in PDF file format, access to a PDF file converter like the free online converters found at the following websites: www.freepdfconvert.com or www.pdfonline.com/convert-pdf. Also, versions of Microsoft Word 2007 and older have PDF converter capabilities – please refer to your software literature to verify your software's abilities. (For more information pertaining to submission criteria, please refer to the [Electronic Filing Guidelines](#).)

5. How do I participate in electronic filing?

Anyone may submit a case-related document electronically to the SE Filings mailbox (SEFilings@dgs.ca.gov), as long as it meets the requirements listed in the [Electronic Filing Guidelines](#).

6. Is electronic filing mandatory?

No, electronic filing is not mandatory but parties are highly encouraged to participate as there are many benefits to sending case documents electronically.

7. What are the requirements when submitting documents to SEFilings@dgs.ca.gov?

- The subject line of the email, file name and first page of the document must include: **1) OAH Case Number** (unless no case number assigned yet); **2) Name of Student**, **3) Filing Party**, and **4) Name of Document(s)** (please refer to the [Electronic Filing Guidelines](#) for common document names).
 - **Example:** 2012345678 Smith, Joe: Student's Motion for Stay Put
- Must be submitted as a PDF attachment to the email.
- Document should have sequential page numbers.
- All documents must include a Proof of Service to show that the document(s) were served upon OAH and all other parties involved in the matter.

8. Should I address a filing to anyone in particular when submitting documents to SEFilings@dgs.ca.gov?

No, if the document is titled appropriately and includes the information required according to the [Electronic Filing Guidelines](#), the document will be directed to the appropriate staff at the OAH.

9. Must I name my PDF file in any particular manner when submitting documents to SEFilings@dgs.ca.gov?

All attachments should be clearly labeled with the following: **1) OAH Case Number** (unless no case number assigned yet); **2) Name of Student**, **3) Filing Party**, and **4) Name of Document(s)**. Please see the [Electronic Filing Guidelines](#) for document title examples.

10. Are there certain hours when documents can be filed with the OAH?

Documents can be filed at any time; however documents received outside of normal business hours (8:00am-5:00pm Pacific Standard Time) will be deemed filed as of the next business day.

11. Is there a limit on the size of documents that are submitted to the OAH?

A message including its attachments should not exceed 50MB.

12. Should I write anything in the body of the email when submitting documents to SEFilings@dgs.ca.gov?

Parties can write text in the body of the email; however this text will not be considered part of the filing. *Please do not include any links in the email.* If you have a question or concern pertaining to a filing, please contact the case manager at 916-263-0880:

13. Can I submit exhibits electronically to the OAH?

Due to the large nature of exhibits, only upon instruction from the Administrative Law Judge assigned to your hearing should exhibits be submitted electronically.

- **Exception:** If filing declarations and/or supporting documents pertaining to a motion they may be submitted in the same attachment. Please note that the different items must be identified on the first page of the attachment.

14. What happens if a filing submitted to the OAH does not meet the requirements of the [Electronic Filing Guidelines](#)?

OAH staff will contact the filer to notify any issues.

15. Can I receive my case documents from OAH via email?

OAH is working towards offering courtesy copies of case documents via email. Please check back at a later date for updates.